

Works Cited

- “Acquisition Form: Suggested Materials for Purchase.” Chart. *The Collection Program in Schools: Concepts, Practices, and Information Sources*. By Kay Bishop. Westport: Libraries Unlimited, 2007. 109. Print. This form can be used by the librarian to assist teachers, administrators, and students to request materials to be purchased for the library collection. Requested material types include books, magazines or journals, and audio-visual materials. The form facilitates the addition of materials that are purposeful to the users of the library.
- “Adding eBooks to Destiny 9.8.” *The 245 Tag*. N.p., n.d. Web. 26 Apr. 2012. This web page supplies screen shots of the processes to be taken to add eBooks (and other multimedia) to Destiny 9.8. It covers the topics of creating a circulation type, creating resource lists and categories for eBooks, importing eBook MARC records, and searching for eBooks in Destiny.
- “Adding Serials to Destiny.” *School Library Services: Processing*. Hawaii Department of Education, Office of Curriculum, Instruction and Student Support, Extended Learning Opportunities and Student Support, n.d. Web. 26 Apr. 2012. This PDF document addresses the steps that should be taken when adding serials to the library collection using Destiny. Screenshots of steps are included.
- Alaska State Library, comp. Wiki page. *Alaska School Library Handbook*. Ed. Clara Sitter, Della Matthis, and Sue Sherif. PBWiki, Inc., 2009. Web. 20 Apr. 2012. This library wiki encompasses the many roles and responsibilities of the school library media manager in one easy to navigate digital handbook. The alphabetical sections cover a multitude of subjects such as automation, bibliographic format, classification, processing, selection,

and many others. The manual is available for free use and may be reproduced in whole or part, as long as credit is given to the Alaska State Library.

Anglo-American Cataloging Rules. 2nd, 2002 revised ed. Chicago: American Library Association, 2005. Print. AACR2 is a standard reference resource used by library catalogers. This version has the latest set of revisions and includes amendments that are standard in use.

“Barcode Symbolology Q&A.” *Nassau BOCES*. N.p., 2005. Web. 29 Apr. 2012.

<http://www.nassauboces.org/cms/lib5/NY18000988/Centricity/Domain/31/Automation_handouts/barcode_symbolology.pdf>. This informative reference guide answers questions that the librarian may have about barcodes when filling out vendor specification forms. This document covers the technical language related to the composition of barcodes and includes a reference chart showing the different types of barcodes used by Follett library services.

Blessing, Candy. “Checklist for Processing New Materials.” File last modified on 2008. PDF file. This checklist, based on the Bellingham, Washington Public Schools is an example of a checklist that may be used to process new materials into the school library collection.

- - -. “Copy Cataloging Checklist.” File last modified on Aug. 2010. *Mansfield University LSC 5521*. Web. 20 Apr. 2012. This checklist covers the procedures needed to enhance records after MARC records are imported into the library’s cataloging system. The document explains specific MARC fields that should be included in order to enhance access to records.

- - -. "Import/Export Log." N.d. PDF file. This log allows the librarian to keep track of the date, company, number of records, barcode range, and notes for all imports or exports in the integrated library system.

Brown, Lisa M. "Audiovisual Processing Specifications." 24 Apr. 2012. PDF file. This checklist resource guides the librarian through filling out the vendor specifications sheet for audiovisual item processing. Physical items to be included, barcode, MARC, call number, and special call number designators specifications are included.

- - -. "Book Processing Specifications." 24 Apr. 2012. PDF file. This chart guides the librarian through the process of filling out vendor specifications for book processing. Items that should be purchased as part of the book processing package, barcode, MARC, reading program, call number, and other specifications are part of this checklist resource.

- - -. "Item Processing Flowchart." 20 Apr. 2012. *Microsoft Word* file. This flowchart created with Inspiration software shows the process of processing new resources into the library collection. It follows the steps laid out in the Processing Materials checklist within this wiki.

- - -. "Missing or Damaged Item Report Form." 25 Apr. 2012. PDF file. This form can be used by the librarian or staff when processing new resources into the collection. It can be used to keep track of items that require a follow-up call to the vendor for replacement.

- - -. "Processing Materials Checklist." 27 Apr. 2012. PDF file. This step-by-step chart leads the cataloger through the steps of processing new resources into the library collection. Steps are included for items that have been donated or may not have MARC records or pre-processing included.

--. "Vendor Barcode Log." 24 Apr. 2012. PDF file. Based in part on a document from D.

Kaneshireo (with corrected barcode ranges) this document assists the cataloger to assign barcodes to specific vendors in order to avoid duplications.

"Cataloging and Processing." *Follett Destiny Library Software Support Materials*. Colorado Springs School District 11, 2011. Web. 25 Apr. 2012. <<http://www.d11.org/LRS/LTS/Pages/Cataloging.aspx>>. This webpage supplies web address links to common Destiny procedures. Many links are provided such as adding records, deleting records, searching, reports, and ILL. Also provided are links to library procedures, collection development, and vendor resources.

"CIP Guidelines for Summaries." *Cataloger's Desktop Resource List*. Library of Congress, 2004. Web. 29 Apr. 2012. This resource made available to students of Mansfield University LSC 5521 was originally published by the Library of Congress in 2004. The Cataloger's Desktop is a subscription service and is password protected. The PDF document serves as a guide to writing a summary when performing original cataloging using the 520 MARC field.

CKLSCE. *Processing Library Materials -- Book Jackets*. YouTube. N.p., 2009. Web. 26 Apr. 2012. This video illustrates the procedure for adding labels, a book jacket cover, and pockets to a book before adding to the library collection. 7:58 in length.

--. *Processing Library Materials -- Miscellaneous*. YouTube. N.p., 2008. Web. 26 Apr. 2012. Miscellaneous topics include hinges, AV cases, and barcodes.

"Destiny Cataloging: Adding Copies and MARC records." *Burke County Public Schools Technology Department*. N.p., 2011. Web. 27 Apr. 2012. <<http://www.burke.k12.nc.us/technology/media/Documents/Follett/Cataloging%20with%20Destiny.pdf>>. This PDF

document outlines the process of adding MARC record copies to Destiny by using district library copy cataloging, Alliance Plus, using vendor supplied barcodes, and previewing import records for errors.

“End-of-the-Year Clean-Up Tasks.” *Library Media Education*. Cobb County School District, 13 Apr. 2012. Web. 25 Apr. 2012. This page outlines the various year-end clean-up tasks that should be completed in Follett Destiny library system. The name of each report or task and the process of running it in Destiny is provided with detailed instructions. This process form assists the librarian in processing year-end tasks relating to resources, patrons, and financials.

Follett Destiny. “CcpsDestiny Support Wiki.” *Wikispaces*. N.p., 2012. Web. 25 Apr. 2012.

Follett Destiny’s Wikispaces support page is chock full of practical advice, troubleshooting, how-to tips, customization, curriculum support, knowledge and training. User access with or without membership.

Franklin, Pat, and Claire Gatrell Stephens. “Cataloging and Processing: Getting It on the Shelf So It Can Go Out the Door!” *School Library Media Activities Monthly* XXIII.8: 48-50. *Library Literature and Information Science Full Text*. Web. 22 Apr. 2012. This article by two practicing librarians covers the topics of classifying materials, cataloging materials, processing, and the rationale behind those topics.

Franklin, Suzanne D. “Prescribed Sources for Cataloging Information in Order of Preference.” 27 May 2004. PDF file. This reference guide lists the type of resources librarians will need to catalog along with the areas on those sources that they should look for the information to do original cataloging.

“Gifts Policy.” *Mount Wachusett Community College*. N.p., 2012. Web. 27 Apr. 2012.

<<http://mwcc.edu/lib/about/policies/gifts/>>. Designed for a community college, this gift policy includes criteria for evaluating gifts, criteria for formats other than books, staff members who accept gifts, and final disposition of materials not added to the collection. School library media specialists will find this policy helpful in developing on-site donation policies for school libraries.

“Gifts Program Policy.” *University of Washington Libraries*. N.p., 2012. Web. 30 Apr. 2012.

<<http://www.lib.washington.edu/gifts/>>. This site offers model policies for gift giving. Though designed for the university library, much of what is offered on this site can be adapted for primary and secondary school library programs.

“How to Delete Items in Destiny.” *Learning Resource Services (LRS)*. Colorado Springs School District 11, 2011. Web. 25 Apr. 2012. This PDF document outlines the procedures of how to delete a record from the Follett Destiny program. Specific steps are given to navigate through the program successfully.

“Idaho SLIM School Librarian’s Information Manual.” *Idaho State Department of Education*.

Idaho State Department of Education, 2004. Web. 30 Apr. 2012. <www.sde.idaho.gov/schoollibraries/docs/tech/slim.pdf>. This comprehensive school library manual is a non-copyrighted publication. All contents may be duplicated and distributed as needed for schools or classroom. This manual offers sections on library management and administration, operations, technology, instructional roles, reading, public relations, facilities, professional development, and literacy standards.

Kaneshiro, Daijo. "Processing: Background Information." *Advanced Technology Research*

Branch School Library Services. Hawaii Department of Education, 2005. Web. 24 Apr.

2012. <http://atrb.k12.hi.us/sls_page/processing>. This 3-page PDF document contains

information on processing school library materials with information on MARC records,

barcode specifications, and item processing components. Contains a one page processing

chart and a one page barcode specifications chart.

Lehman, Katrina. "Book Plate for Donated Library Book." 26 Apr. 2012. *Microsoft Word* file.

Created by School Library Media Specialist Katrina Lehman, this bookplate is designed

for books that have been donated to the library in honor of another person. Designed for

Avery Standard Label # 6464, the document has six duplicated plates per page; it offers

space for recording donor name, date, and name of honorary donor.

- - -. "Destiny Accessing Info on New Book Arrivals in Library Catalog ." *YouTube*. N.p., 30

Apr. 2012. Web. 1 May 2012. <<http://youtu.be/dZv8xsLQdxU>>. An instructional tutorial

prepared by School Library Media Specialist Katrina Lehman for the students of the

Hangzhou International School. The tutorial uses an interactive presentation to guide

students through the use of Follett's "Destiny Quest" to search for information on newly-

arrived library materials. Students learn how to access features such as "Shelf Browse"

and "Title Peek" to find related titles, book reviews, character lists, and book summaries.

- - -. "Donations Policy." 26 Apr. 2012. *Microsoft Word* file. Using the "Gifts Policy" of the

Mount Wachusett Community College and the "Gifts Program Policy" of the University

of Washington Libraries as references (see annotations), this donations policy focuses on

criteria for evaluating books and selection guidelines for items donated to a school

library. School Library Media Specialists will find it helpful in developing their own gift and donation policies.

- - -. “Letter of Appreciation to Library Donor.” 27 Apr. 2012. *Microsoft Word* file. Designed as a model template, this thank-you letter offers a basic outline for showing appreciation to library donors. The letter includes fields for filling in school letterhead, donor name, date, and signature.

- - -. “Library Materials Arrivals Event Flyer.” 30 Apr. 2012. *Microsoft Word* file. Designed for the Hangzhou International School Library, this event flyer introduces the school community to a school-wide event celebrating the arrival of new books. It includes an image and event details. Based on the Education World’s “Special Event Flyer Template” (see annotations), this event flyer can be modified and streamlined for other library events.

- - -. “Notification of New Materials.” 25 Apr. 2012. *Microsoft Word* file. This notification form is designed to alert specific library patrons of newly-arrived materials. Designed to be adapted for any library, the form can be used to put in teacher mailboxes or inserted in email messages.

Miller, Joseph, ed. *Sears List of Subject Headings*. 19th ed. New York: H.W. Wilson, 2007.

Print. This resource is a standard reference source for updating MARC records with subject headings. School Library Media Specialists will find that it includes up-to-date terms simple enough for younger users to understand. Includes detailed introductory material and information that supports the school library media program.

Mitchell, Joan S., et al., eds. *Abridged Dewey Decimal Classification and Relative Index*:

Devised by Melvil Dewey. 14th ed. Dublin, OH: Online Computer Library Center, Inc.,

2004. Print. The abridged 14th edition of the Dewey Decimal Classification provides a system for classifying knowledge and organizing it so as to make it easy for users to find information. Contains summaries, schedules, tables and notations to classify all knowledge in a library setting.

“Oneida/Herkimer School Library Procedures Manual.” *Oneida/Herkimer BOCES School Library System*. BOCES Instructional Support Services, 2009. Web. 27 Apr. 2012. This PDF document (pages 5-7) from the Oneida/Herkimer BOCES School Library System gives a thorough example of how to administer ILL procedures and processes.

Piepenburg, Scott. *EASY MARC: A Simplified Guide to Creating Catalog Records for Library Automation Systems*. 5th. ed. San Jose: F & W Associates, 2007. Print. An important training tool for librarians, this resource serves as a point-of-entry into the cataloging world. Offering specific guidelines for creating leaders, main entries, subject access and added entries, this book helps beginning catalogers to build a framework for creating accurate catalog records.

“Processing Items for Library Circulation.” *Arizona State Museum*. N.p., 2012. Web. 30 Apr. 2012. <http://www.statemuseum.arizona.edu/library/cataloging_manual/processing.shtml>. Offers cataloging instructions, processes, and references for implementing library procedures. Although designed for a university museum library, school library media specialists will find the resources helpful in designing procedures and guidelines for school library programs in secondary schools.

Riekofsky, Shanna, and Juan Facendo Facendo. “Item Processing.” *Cataloging Reference Guide*. International School of Monagas, 3 May 2010. Web. 30 Apr. 2012. <<http://cataloging->

reference-guide.wikispaces.com/Item+Processing>. Contains detailed policy procedures, checklists and reference materials. Included in the manual are helpful forms such as “Special Notes for Processing”, “Import/Export Log”, “Database Maintenance”, and “Vendor Barcode Log”. Other sections in the manual found in the Table of Contents on the left offer links, documents, and detailed guidelines for library procedures.

“The School Library Media Specialist: Program Administration.” *Eduscapes*. Ed. Annette Lamb and Larry Johnson. N.p., 2010. Web. 29 Apr. 2012. This web page materials is full of links to assist the librarian in advocating for library services. The article and links cover the subject of advocacy in the areas of public relations, advertising, and marketing. Recommended readings, planning, and numerous links will assist the librarian in promoting the library.

“Special Event Flyer Template.” *Education World*. N.p., n.d. Web. 29 Apr. 2012.

<http://www.educationworld.com/tools_templates/event_flyer.doc>. This event flyer template publicizes new arrivals in the school library. Designed to raise community awareness for newly-acquired books for the school collection, it offers space for the insertion of an image, event details and online link to event template.

Theuniquelibrarian. *Kindle in the Library: Procedures for Adding a Copy to Your Kindle eReader MARC record*. 2010. *YouTube*. Web. 26 Apr. 2012. A video tutorial from theuniquelibrarian explains how to add Kindle devices to the MARC record in Destiny. Similar procedures could be used to add a variety of digital or electronic circulating devices to Destiny.